



Computer Classes

New computer classes for Seniors, will begin on Monday, January 11, 2010, at the time and locations listed below. **If you are interested in attending a class, please fill out and leave the attached “Enrollment Sheet” with the Senior Coordinator, at the Recreation Center, where you would like to take the class.**

Note the following: *If you took a class the last session, you still need to submit another enrollment form.

- *New students will have first priority in Beginning Classes, on “a first-come, first serve” basis
- *Beginning Students from last session will have first priority in Advance Classes, on “a first-come, first-serve” basis
- *Students interested in the Microsoft Word, Excel, Power Point & Publisher 101 Class, must have completed both Basic/Beginning and Advance Computers Classes (Please attach copies of certificates to the enrollment form)

Basic Computer Classes

Basic Computer Classes will consist of functions of the mouse; developing an e-mail address; reply and forwarding an e-mail message; creating address books; surfing the Internet; basic Microsoft Word; making labels; making business cards; and much, much more!!!!!!!!!!!!!!

<u>Place</u>	<u>Time & Day</u>	<u>Instructor</u>
David Raines	Mondays 10-12 Noon	TBA
Lakeside	Tuesday 8:30-10:30	M. Miller
Bill Cockrell	Thursday 8:15-10:15	H. Hart
Hattie Perry	Thursday 10:45- 12:45	M. Miller
A. B. Palmer	Friday 8:30-10:30	M. Miller
Valencia	Friday 10:45- 12:45	H. Hart

Advance Computer Classes

Advance Computer Classes will consist of developing web sites; inserting, copying and pasting; making charts; scanning; basic Microsoft Power Point; developing presentations; making "slide shows" and much, much, more!!!!!!!!!!!!

<u>Place</u>	<u>Time & Day</u>	<u>Instructor</u>
Southern Hills	Tuesday 8:30-10:30	H. Hart
David Raines	Wednesday 8:15- 10:15	H. Hart
Bilberry Park	Wednesday 10:30- 12:30	TBA
Airport Park	Thursday 8:30- 10:30	M. Miller
Chris Hays	Friday 8:15- 10:15	H. Hart
A. B. Palmer	Friday 10:45- 12:45	M. Miller

Microsoft Word, Excel, Power Point & Publisher 101

Will consist of computer research; advance e-mail; sorting lists and charts using ascending and descending order; adjusting row heights and column width; making graphic programs, banners, and flyers; picture collages; balancing checkbooks and much, much, more!!!!!!!!!!!!

<u>Place</u>	<u>Time & Day</u>	<u>Instructor</u>
Lakeside	Tuesday 10:45- 12:45	H. Hart

Crafty Computer 101

This class will consist of making arts& craft projects using the computer. **You must have completed Microsoft Word, Excel, Power Point & Publisher 101.**

<u>Place</u>	<u>Time & Day</u>	<u>Instructor</u>
Airport Park	Wednesday 9-11	C. Webb

Please submit enrollment applications at the Recreation Center where you want to take the class; (Dec. 18, 2009, is the last day that applications will be taken for this session, on a first-come-first-serve basis).

***You will be notified if you are accepted in the class.**

(For additional information contact Camille B. Webb, Senior Supervisor, at 673-7845, or the Center where you want to take the class)

<u>Center Phone Numbers</u>		
A. B. Palmer 673-5336	Airport Park 673-7803	Bilberry 673-5345
Bill Cockrell 629-4185	David Raines 673-5342	Hattie Perry 673-7810
Lakeside 673-7813	Southern Hills 673- 7818	Valencia 673-6433
Chris Hays 673-7814		